

## Joyner Library Procedure Manual

400.30

**Subject:** Media and Communications

**Title:** Media Requests, Signage Placement, and Publication Racks

**Administrative Procedure – Date Issued by Administration:** August 9, 2017

**Director:** Jan Lewis

### Requests for Statements by News Media

**Do not make any statements.** Media includes any TV, print, or digital press who asks for any statement, including local media such as the East Carolinian, the Daily Reflector, and Channel 9.

First, obtain the information relating to the media request (e.g. who, what, when, where).

Then contact the administrators below in order (if one is not available) to relay the media request information.

1<sup>st</sup> Assistant Director for Assessment and Engagement

2<sup>nd</sup> Assistant Director for Public Services

3<sup>rd</sup> Director of Joyner Library

Contact the administrators listed above if news media do not approach you for a statement, but are seen in the building asking patrons for statements.

### Requesting and Placing Signs and Posters in Shared Public Spaces

When anyone **external** to Academic Library Services requests to post a sign or poster, direct them to contact the Assistant Director for Public Services. Possible exceptions are listed below. S/he will evaluate the request and, if approved, will coordinate with the Building Manager and Lead Security Officer.

If someone **internal** to Academic Library Services would like to place a sign or poster, the Building Manager should be contacted. Possible exceptions are listed below.

Signs alerting patrons and employees of computer, printer, or other IT equipment malfunction may be placed by employees responsible for the area in which the equipment is housed without prior approval from the Building Manager. An IT Operations service request should then be immediately submitted.

Signs alerting patrons and employees of a vending machine malfunction may be placed by Circulation on the machines and do not need prior approval from the Building Manager.

Signs alerting patrons and employees of other malfunctions (e.g. elevator, restroom, broken door), that an area is closed for cleaning (e.g. stairwell) or has wet paint, or for other such purposes may be placed by any employee to ensure safety. A Building Ops work order request must then immediately be submitted.

Signs or posters identifying a book/media display or an exhibit that are to be placed at or on the display or exhibit do not need prior approval. Signs identifying a room or area of a meeting, presentation, or other event occurring on that date that are placed on the door of the room or at the entrance to the area do not need prior approval. Signs or posters publicizing anything in advance or giving directions to anything that are to be placed in other areas of the building, however, do need to be coordinated with the Building Manager.

ECU sponsored activities may be posted by anyone without prior approval only on the bulletin board located between Circulation and the main stairwell on the first floor. Non-ECU sponsored activities (items for sale, subleases, etc.) may be posted without prior approval only on the bulletin board located in the vestibule alcove at the entrance to Joyner and on the employee bulletin boards in the staff lounge and near the loading dock. When any of these bulletin boards are overly crowded, a poster or sign may be removed by Circulation, Security, or Building Operations.

It is not acceptable to post anything on the external doors except when we are closed for adverse weather or for an emergency event or when the door is broken. A sign indicating the library is closed or the door is broken can then be posted by Circulation, Security, or Building Operations.

Posters or signs, once posted, should not be removed by anyone other than the person who posted them. Circulation, Security, and Building Operations will monitor posted items for date expiration, Environmental Health and Safety restrictions, and compliance with this procedure and will remove any posted items that are not in compliance with this procedure. Posters or signs that are not in compliance with this procedure should be reported to Circulation, Security, or Building Operations.

### **Library Publication Distribution Racks**

No materials should be placed in the publication distribution racks located beside elevators throughout the building without prior approval from the Assistant Director for Assessment and Engagement

The Assistant Director for Assessment and Engagement should be consulted regarding the removal of ECU-related materials.

Materials advertising non-ECU sponsored activities (items for sale, subleases, etc.) may be removed immediately by anyone.